Business Principles (BUSI 1301 – 9S2)

CREDIT
03 Semester Credit Hours (03 hours lecture, 0 hours lab)

MODE OF INSTRUCTION
Face-to-face

PREREQUISITE/CO-REQUISITE:
None

COURSE DESCRIPTION
This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to
- Identify major business functions of accounting, finance, information systems, management, and marketing.
- Describe the relationships of social responsibility, ethics, and law in business.
- Explain forms of ownership, including their advantages and disadvantages.
- Identify and explain the domestic and international considerations for today's business environment: social, economic, legal, ethical, technological, competitive, and international.
- Identify and explain the role and effect of government on business.
- Describe the importance and effects of ethical practices in business and be able to analyze business situations to identify ethical dilemmas and ethical lapses.
- Describe basic financial statements and show how they reflect the activity and financial condition of a business.
- Explain the banking and financial systems, including the securities markets, business financing, and basic concepts of accounting.
- Explain integrity, ethics, and social responsibility as they relate to leadership and management.
- Explain the nature and functions of management.
- Identify strengths, weaknesses, opportunities, and threats of information technology for businesses.

Approved: Initials/date

INSTRUCTOR CONTACT INFORMATION

Instructor:	Jennifer Williams
Email:	jennifer.williams@silsbeeisd.org
Office Phone:	(409) 980-7877 ext. 6220
Office Location:	Silsbee High School, Room 220
Conference Period:	1:45 – 2:35 daily

REQUIRED TEXTBOOK AND MATERIALS

Textbook Purchasing Statement: A student attending Lamar Institute of technology is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Introduction to Business (OpenStax) Digital ISBN-13: 978-1-947172-55-5

Digital PDF and Web-Access versions of the textbook are provided to students without charge through the Course Blackboard Portal.

ATTENDANCE POLICY
Students are highly-recommended to login and access the course 2-3 times per week. Attendance is taken daily for face-to-face classes.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1 (8/26/24 – 8/30/24)	Ch 1 – Understanding Economic Systems and Business (1.1 – 1.3)	Ch 1 – Understanding Economic Systems and Business (1.1 – 1.3)	Journal (Class Notes)
Week 2 (9/3/24 – 9/6/24)	Ch 1 – Understanding Economic Systems and Business (1.4 – 1.7)	Ch 1 – Understanding Economic Systems and Business (1.4 – 1.7)	Journal (Class Notes) Discussion 1
Week 3 (9/9/24 – 9/13/24)	Ch 2 – Making Ethical Decisions (2.1 – 2.3)	Ch 2 – Making Ethical Decisions (2.1 – 2.3)	Journal (Class Notes) Discussion 2 Exam 1 (1 & 2)
Week 4 (9/16/24 – 9/20/24)	Ch 3 – Competing in the Global Marketplace (3.1 – 3.6)	Ch 3 – Competing in the Global Marketplace (3.1 – 3.6)	Journal (Class Notes) Discussion

			Exam 2 (3)
Week 5 (9/24/24 – 9/27/24)	Ch 4 – Forms of Business Ownership (4.1 – 4.6)	Ch 4 – Forms of Business Ownership (4.1 – 4.6)	Journal (Class Notes) Discussion 4
Week 6 (9/30/24 – 10/4/24)	Ch 6 – Management and Leadership (6.1 – 6.6)	Ch 6 – Management and Leadership (6.1 – 6.6)	Journal (Class Notes) Discussion 5 Assignment
Week 7 (10/7/24 – 10/11/24)	Ch 7 – Organizational Structures (7.1 – 7.6)	Ch 7 – Organizational Structures (7.1 – 7.6)	Journal (Class Notes) Exam 3 (4, 6, & 7)
Week 8 (10/16/24 – 10/18/24)	Ch 8 – Human Resources and Labor (8.1 – 8.6)	Ch 8 – Human Resources and Labor (8.1 – 8.6)	Journal (Class Notes) Discussion 6
Week 9 (10/21/24 – 10/25/24)	Ch 8 – Human Resources and Labor (8.7 & 8.9) Ch 9 – Motivation (9.1 – 9.6)	Ch 8 – Human Resources and Labor (8.7 & 8.9) Ch 9 – Motivation (9.1 – 9.6)	Journal (Class Notes) Exam 4 (8 & 9)
Week 10 (10/28/24 – 11/1/24)	Ch 14 – Financial Information & Accounting (14.1, 14.3 – 14.7) Ch 10 – Operations Management (10.1 & 10.2)	Ch 14 – Financial Information & Accounting (14.1, 14.3 – 14.7) Ch 10 – Operations Management (10.1 & 10.2)	Journal (Class Notes) Assignment
Week 11 (11/4/24 – 11/7/24)	Ch 10 – Operations Management (10.3 – 10.6)	Ch 10 – Operations Management (10.3 – 10.6)	Journal (Class Notes) Discussion 7 Assignment
Week 12 (11/11/24 – 11/15/24)	Ch 15 – Understanding Money and Financial Institutions (15.1 – 15.4) Ch 5 – Entrepreneurship (5.1 – 5.3, 5.7)	Ch 15 – Understanding Money and Financial Institutions (15.1 – 15.4) Ch 5 – Entrepreneurship (5.1 – 5.3, 5.7)	Journal (Class Notes) Discussion 8
Week 13 (11/18/24 – 11/22/24)	Ch 5 – Entrepreneurship (5.4 – 5.6)	Ch 5 – Entrepreneurship (5.4 – 5.6)	Journal (Class Notes) Assignment Exam 5 (10, 15, & 5)
Week 14 (11/25/26 – 11/29/24) – Thanksgiving Break			
Week 15 (12/2/24 – 12/6/24)	Wrap up journals, discussions, and assignments.		Final Exam

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

District

All work will be graded. A student's semester grade consists of a midterm/final and work for each term (nine weeks). The final semester grade has the following breakdown:

- Midterm/Final – 20%
- Term Grade – 80%, of which:
    - Daily Work accounts for 40%
    - Tests account for 60%

Class

Daily Work for both semesters will consist of the following activities:

- Class notes
- Weekly discussion
- Vocabulary quizzes
- Practice assignments

Test grades will consist of:

- Unit Exams
- Large Individual and Group Projects

Makeup Work – For excused absences, students will have the number of days absent to turn in makeup work. For example, if the student is absent one day, they will have one day to complete all makeup assignments, two days and they will have two days to complete assignments, etc.

Late Assignments – Students will have one day to turn in daily work late. The highest grade awarded for late work will be a 70. After one day, the student will receive a zero. For large individual and group projects, students will have ample notice of the due date, and these assignments cannot be turned in late. If a student is absent on the due date, they must contact the teacher and arrange for turning in the assignment.

GRADE SCALE

- 90-100   A
- 80-89   B
- 70-79   C
- 60-69   D
- 0-59   F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-

computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT
Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into the classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic

alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION